

Certification exam rules (short procedure with comments)

This short procedure is mainly suitable for those who have already organized a number of certification exams in their country. It also takes into account the need to act quickly to organize a certification exam and to have the results quickly. This is why we are offering an online certification. The procedure will be completed after a number of tests in different countries. Send an E-mail to jean-marc.desharnais@etsmtl.net to have more information. We will continue, for a time, to offer the E-Mail option that we are using since three years, but only for 6 or more participants. For E-mail the procedure did not change yet.

1- Complete appendix A of this document and send it by E-mail to (jean-marc.desharnais@etsmtl.net).

Comments: This is the first, essential step to have an exam. Allow 1-4 days delay normally for an answer. We recommend having at least 6 participants to hold a certification exam. There is no maximum number of participants in any one exam. However, you should arrange for an additional Proctor if there are more than 30 participants. The date and time are particularly important.

2- After acceptance, send by E-mail the name(s) of the Proctor(s), indicating which is the 'Lead Proctor. Each Proctor must complete appendix B and e-mail it before the certification exam to:

jean-marc.desharnais@etsmtl.net .

Comment: it is essential to have the name of the Proctor before producing the certification exam. The name of the Proctor(s) will appear at the bottom of each page of the certification exam.

3- Send by E-Mail the name, e-mail address and organization of each participant (in an Excel file preferably). For example:

Jean-Marc Desharnais, jean-marc.desharnais@etsmtl.net ÉTS

Comment: this information is important so that we are able to send the results to each participant individually.

4- Send by E-mail the name and full address of the person or the organization that will transfer the money to COSMIC as payment for the certification exam.

Comment: necessary for COSMIC to produce the invoice. See appendix D for an example of a COSMIC Invoice.

5- After paying or arranging payment for the COSMIC invoice at your bank, send by E-Mail a scanned copy of the bank 'coupon' or 'acknowledgement' of the payment in a PDF format.

Comments: Normally we should send the certification exam to the Proctor(s) only after receiving this information. It also helps to follow the payment at the bank.

6- The certification exam administrator (COSMIC) will then send a copy of the certification exam to the Proctor (or Lead Proctor).

Comment: the certification exam copy could be a PDF file or a paper copy. In rare occasion (to be decided by the administrator) this could also happen after step 3.

7- After the certification exam, send by E-mail a scanned copy in PDF format of the completed examination paper (answers) for each participant.

Comment: this way we can give the results of the exam faster. Normally between 1-5 days.

8- The Proctor(s) of the certification exam should put all the completed certification papers (answers) and the signed copy of Appendix B ('Proctor(s) Responsibilities') into an envelope addressed to:

École de Technologie Supérieure. Software Engineering and TI Department

A/S Jean-Marc Desharnais

1100 Notre-Dame West, Montréal, Qc, Canada

H3C 1K3

Comments: for the Proctor, it is better to wait for the acknowledgement of the receipt of the scanned copy of the completed certification exam papers (answers), e-mailed by COSMIC, before sending the original paper documents. We keep the original copies for a few months. It is helpful in case of contestation.

Appendix A
COSMIC Certification Exam Request Form

EXAM INFORMATION:

Date/Time for exam: _____

Will a supplemental fee per exam participant be charged to cover local expenses?

YES / NO (please circle answer)

If yes, specify per exam the total amount to be paid by each participant, including the supplement, in both Euros and in local currency (if not in Euros)

CONTACT INFORMATION of the exam organizer:

Contact Name: _____ Request Date: _____

Organization Name: _____

Organization Address: _____

Contact Telephone: _____ Fax: _____

Contact Email: _____

PROCTOR INFORMATION (For each Proctor, if more than one):

Name of Proctor: _____

Organization Name: _____

Proctor Address: _____

Proctor Telephone: _____ Fax: _____

Proctor Email: _____

Appendix B
Proctor(s) Responsibilities

In signing below, I certify that I have read, understand and will abide by the COSMIC Certification Exams Rules and Responsibilities. I understand that falsification of any kind may be sufficient cause for rejection or withdrawal of my COSMIC Certification or, if I am not already certified, I will not be able to act as a Proctor again nor will I be allowed to take the Certification Exam. After confirmation of the receipt of the participants' completed exam papers by the COSMIC Certification Chair, I will destroy or delete all blank copies of the certification exam questionnaire received (both paper and electronic documents). I understand that I am not allowed to reprint the certification exam questionnaire except to provide copies to the participants for the examination. All completed examination papers with no exception, will be sent to the COSMIC Certification Chair.

Proctor's Name (please print): _____

Organization Name: _____

Proctor's Signature: _____ Date: _____

Appendix C
COSMIC Certification Exam Administration
Instructions to be read by the Proctor to all exam
participants before the exam starts

1. Failure to comply with the following instructions of the Proctor may result in invalidation of your exam.
2. Please turn off all cell phones and pagers.
3. Talking to anyone other than the Proctor is not permitted during the exam.
4. Please print your name legibly in the upper right hand corner of the set of the answer sheets. You may write on the answer sheets.
5. Participants may use their own calculators.
6. In all cases, the COSMIC Measurement Manual, version related to the certification exam, shall be used as the basis for scoring the exam. You may refer to the Measurement Manual during the exam.
7. If the exam is not your first language you may use translation dictionary. If a participant has difficulty with the language of the exam because that language is not your native language, or is not one of the primary business languages of the country, you may request an additional thirty (30) minutes of exam time. Time extension requests must be made **before the exam begins**, and are granted at the sole discretion of the Proctor. Note: time extensions are made on a person-by-person basis and are not to be given to all participants.
8. The standard time allowed for the exam is one and half (1.5) hours with no scheduled breaks. (A 30 minute extension may be added to this time for individuals, as explained above.) If you need a break, just leave and return as soon as possible; we (Proctor(s)) will announce time checks after one hour and approximately every five minutes for the last 15 minutes of the exam.
9. Raise your hand if you need any clarification about the examination procedure; we (Proctor(s)) will not assist in interpretation of the questions and will not provide any answers.
10. Upon completion of the exam time, you must return the questionnaire and answer sheets (point 7 and 8 in the main procedure).
11. To be granted certification, you must have at least 75% overall correct answers to the exam. The exam scores will be published one to six (1-4) weeks after receipt by the COSMIC office.

Appendix D (example of an invoice)

To: name unit street office city/region/country
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Invoice date
2013-MMM-DD

Description	Amount
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Certification Exam fees for x participants @ 80 Euros per participant	xxx €
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Total amount due:	xxx €
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Method of payment: cash or cheque to the COSMIC Group or
Electronic funds transfer with the following information:

Account Name:	COSMIC-CONSORTIUM INTERNATIONAL POUR LA MESURE COMMUNE DE LOGICIEL
Account Number:	MIN 00594280815EUR2
Account Address:	1100 RUE NOTRE-DAME OUEST, MONTREAL, QC H3C 1K3
Bank Name:	CAISSE CENTRALE DESJARDINS
Bank Code:	CC 0815
Branch Number:	98000
Bank Address:	1 COMPLEXE DESJARDINS, MONTREAL, QC CANADA H5B 1B3
BIC/SWIFT Code:	CCDQCAMM

Invoice issued by Jean-Marc Desharnais, COSMIC exam certification administrator
On behalf of Alain Abran, Chair, The Common Software Measurement International Consortium
École de Technologie Supérieure – Université du Québec
1100 Notre-Dame Ouest,
Montréal, QC, Canada H3C 1K3